

MINUTES
Workforce Connection
Of Central New Mexico
Full Board Meeting
Monday, December 12, 2005
Mid-Region Council of Governments
809 Copper NW
Albuquerque, NM 87102
1:30 pm

Call to Order: 1:42 John Sapien

Roll Call- Determination of Quorum- by Patrick Newman

Present

- Charles Aguilar
- Yoshiro Akutagawa
- Jeff Armijo
- Steve Anaya
- Martha Binford
- Doug Calderwood
- Robert Davey
- Stephanie Hanosh
- Judy LeJeune
- Connie Leyva
- Patricia Lincoln
- Rita Logan
- JC Lopez
- Mary Lee Martin
- Kathy McCormick
- Claudette Riley
- Randy Sanchez
- John Sapien
- Dave Tixier
- John Walstrum

Excused

- Lloyd Beebe
- Carol Biondi
- Ken Carson
- Rita Espinosa
- Chuck Gara
- Joe Iorg
- Virginia Murphy
- Jeff Parker
- Norman Ration
- Mike Swisher

Absent

- Vince Garcia
- Edna Lopez
- Roger Madalena
- Gwen Manfre
- Louis Maldonado
- Ben Silva
- Jim Summers

Quorum was Established**Approval of Monday, December 12, 2005 Agenda**

Motion: Bob Davey
Second: Randy Sanchez
No Discussion
Action: Passed by voice vote

Tab 1. Approval of Minutes, Full Board: October 15, 2005

Motion: Mary Lee Martin
Second: Bob Davey
No Discussion
Action: Passed by voice vote

Tab 2. Monthly Expenditure Report- by Dewey Cave

- Mr. Cave introduced Jan Borchardt as the new MRCOG Finance Manager, and Rachel Lopez as the new TANF Accountant.
- Mr. Cave explained the WCCNM (WIA and TANF) monthly expenditure report for the month ending November 30, 2005, and reasoning for the recommendation for approval of the upcoming WIA budget adjustment request.

Discussion and Questions Followed

FINAL ACTION ITEMS

There were four action items to discuss and vote on – All were passed by voice vote

Passed by voice vote

- Approval of WFCP-13-05, WCCNM Budget Adjustment Request (BAR)
- Approval of R-05-03, Resolution to Designate WCCNM Comprehensive One-Stop Centers
- Approval of Amendment to WCCNM Procurement Policy, WFCP-06-03
- Approval of Professional Services Agreement between WCCNM-TANF and Lifework Learning Services, Inc.

Tab 3. Approval of WFCP-13-05, WCCNM Budget Adjustment Request (BAR)- Introduction and Background by Dewey Cave

- Mr. Cave explained the mid-year BAR for the PY05 Budget which incorporates adjustments based on additional funding allocations, actual PY04 carryin funds, current expenditure levels and outstanding obligations.
- Due to additional funding allocations and a high volume of activity in program services during PY05, adjustment are necessary to realign the program client services categories.
- The BAR will increase the Adult ITA, Customized Training, OJT, and Supportive Services categories.
- The BAR will increase Dislocated Worker ITA and Supportive Services categories while decreasing the Customized Training, OJT and Intensive Services categories.
- Additional Youth funds will be budgeted for YDI, Summer Work Academy, About Face!, and supportive services.
- The total financial impact is an increase of \$820,583 to the PY05 budget.

Discussion and Questions Followed

Motion: Bob Davey

Second: Stephanie Hanosh

No Discussion

Action: Passed by voice vote

Tab 4. Approval of R-05-03, Resolution to Designate WCCNM Comprehensive One-Stop Centers- Introduction and Background by Patrick Newman

- The Office of Workforce Training and Development, through the New Mexico Two-Year Strategic Plan is mandating that each local workforce investment area establish two comprehensive One-Stop Centers in their respective areas by June 30, 2006.
- Due to this direction, staff is recommending that the Board appoint the Valencia and Bernalillo County sites as comprehensive One-Stop Centers.
- Mr. Newman explained that this action does not prevent Torrance or Sandoval from becoming comprehensive centers, it purely names two sites for regulatory purposes.
- Approval of this Resolution ensures compliance with both the State Plan and Federal guidelines.

Discussion and Questions Followed

Motion: Judy LeJeune

Second: Steve Anaya

No Discussion

Action: Passed by voice vote

Tab 5. Approval of Amendment to WCCNM Procurement Policy, WFC-06-03- Introduction and Background by Dewey Cave

- The WCCNM procurement policy pertains to all procurement initiated by or on behalf of the Workforce Connection of Central New Mexico, including those initiated by a contractor or subgrantee to the WCCNM.
- The current WCCNM procurement policy was last revised in December 2004, to follow changes made to the MRCOG procurement policy.

- The State of New Mexico has since changed their procurement policy relating to small purchases. The changes recommended revise the current WIA procurement policy to coincide with those updates.

Tab 6. Approval of Professional Services Agreement between WCCNM –TANF and Lifework Learning Services, Inc.- Introduction and Background by Dewey Cave and Lloyd Aragon

- This agreement will provide professional development with intensive training and coaching for NMDOL staff at WCCNM facilities within the Central Region.
- This contract will also monitor and evaluate the performance and delivery of life and employability skills training for TANF customers.
- Twenty-five thousand dollars will be allocated for this agreement.
- Mr. Aragon explained the Scope of Work and Deliverables outlined in the contract, explaining that this training is important to the program and the knowledge of the staff.

Questions, Concerns and Comments Followed

Motion: Jeff Armijo

Second: Bob Davey

Discussion Followed

Action: Passed by voice vote

DISCUSSION ITEMS

Tab 7. Designation of Targeted Industries for WorkKeys Pilot- by Patrick Newman and John Sapien

- Office of Workforce Training and Development (OWTD) has developed a pilot project to implement a standardized assessment and certification for program participants through WorkKeys and curriculum to increase WorkKeys scores.
- Through this pilot, emerging and established industries and businesses will be targeted in each local area to initiate and implement the project.
- Mr. Sapien suggested this item be passed on to the Building an Employer Driven One-Stop System (BEDOSS) Task Force for discussion and recommendation to the Committee.
- Mr. Sapien also suggested that the pilot be changed to assess all participants for 90 days; this may give us a better idea of the range of ability in the Central Region.

Questions Followed

John Sapien gave a BEDOSS Task Force update- He explained that the Task Force has been meeting once a month to discuss “Building an Employer Driven One-Stop System”. The Task Force has also been discussing the building of a database, the assessment of participants and ways to “sell” our system to the employers in the Central Region.

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Tab 8. One-Stop Signage- by Patrick Newman

- The Office of Workforce Training and Development has mandated that all One-Stop Centers in New Mexico maintain uniform branding.
- The new signage will brand the One-Stops as “New Mexico Workforce Connection”, with like colors, and symbols, etc.

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Questions Followed

Tab 9. VOSS 7.0 Update- by Patrick Newman

- Mr. Newman explained that VOSS still has some issues that are being resolved.
- Funding may become available through OWTD to train staff or hire staff who would be dedicated to VOSS issues and data entry.
- Staff will continue to update the Board on this issue.

Questions Followed

Tab 10. TANF Update- by Lloyd Aragon

- The new TANF database has been completely installed; however, this took longer than expected.
- Through the installation of the new database, it has been discovered that the validity of the old data is at about 80%.
- To help rectify the validity of information a “data dump” of old data and a “data scrubbing” of existing data will be done in the coming weeks.
- Data entry staff will be hired for each site to ensure consistency and validity of information.
- The Bernalillo County site has 10 position vacancies due to turn over; DOL has done and will be conducting interviews to fill these positions.
- The TANF performance numbers indicate that the Central Region is still 4-7% below the benchmark performance level.
- Staff will continue to update the Board on this issue.

REPORTS

Administrative Reports – by Patrick Newman

- No Report- items have been discussed throughout the agenda

Committee Reports -

Youth Council - by Mary Lee Martin

- The Council did not meet in December.
- The next Youth Council meeting is scheduled for January 12, 2006.
- This meeting will be important due to the discussion and concerns surrounding the About Face! program.

Performance and Monitoring – by Doug Calderwood for Virginia Murphy

- The performance and Monitoring committee is still meeting on a monthly basis to discuss and review the performance of NMDOL, YDI and TANF.
- The Committee is still familiarizing itself with TANF and the TANF reporting.
- The next meeting is scheduled for January 11, 2006.

Business Outreach – by Jeff Armijo

- The Committee has reviewed the business outreach MOUs.
- The next meeting is scheduled for December 22, 2005; however, due to Christmas this meeting may be cancelled or rescheduled.

Training and Service Provider- by Judy LeJeune

- The Committee didn't meet in November.
- The next meeting is scheduled for this Thursday, December 15th.
- The Committee is still working on the ETPL guide, and State policy changes.
- The next meeting will also feature a presentation by Kyle Smith of New Mexico Child Care Association.

PUBLIC COMMENT/ADJOURNMENT

- **Public Comment** – None
- **Adjournment** – 3:38 pm

NOTES

Next Meeting:

Date: February 13, 2006

Time: 1:30 p.m.

Location: Mid-Region Council of Governments- Board Room